

SECRET

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1 September 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Management Staff

SUBJECT : Transfer of One Ceiling Slot to ONE

25X1A

1. CIA [REDACTED] dated 1 July 1954 provided for the transfer of the functions of the Secretariat of the Intelligence Advisory Committee from the Office of Intelligence Coordination to the Office of National Estimates.

2. The transfer of the ceiling allocation of OIC from the DD/I to the Special Assistant for Planning and Coordination was with the understanding that ceiling provision, as appropriate, would be made at a later date for maintenance of the Secretariat functions by ONE.

3. Agreement has now been reached with the SA/PC for the transfer of one ceiling position from his current allocation to ONE to provide for the necessary staff and clerical requirements of the function.

4. It is, therefore, requested that the necessary action be taken to transfer one ceiling slot from the O/SA/PC to ONE. ONE will submit under separate cover to the Classification and Wage Division a job description for the new T/O position to be established.

25X1A

[REDACTED]
Assistant to DD/I (Admin.)

CONCUR:

25X1A

25X1A

/S/ [REDACTED]
Acting Assistant Director/
National Estimates

/S/ [REDACTED]
Office of Special Assistant for
Planning and Coordination

25X1A

ODDI [REDACTED]:jm
Distribution:
Orig & 1 - Addressee
1 - ONE
1 - O/SA/PC
2 - ODDI

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